



CITY OF CHELSEA, MA Human Resources Department

City Hall, 500 Broadway, Room 301 · Chelsea, MA 02150
Phone: 617.466.4170 · Fax: 617.466.4175

RESILIENCY FELLOW **Housing & Community Development** Part-Time Temporary (up to 19 hours/week) Duration: May 16 through December 16, 2022 Salary: \$20.00/Hour

SUMMARY STATEMENT OF DUTIES

The City of Chelsea's Department of Housing and Community Development, in coordination with the North Suffolk Office of Resilience and Sustainability (NSORS), is seeking candidates for the position of Resiliency Fellow. Through its climate resilience efforts, NSORS aims to build a North Suffolk region that is better able to withstand and prepare for future climate impacts, while centering racial, economic, and environmental equity.

NSORS is a small regional office of two full-time staff, plus seasonal interns. Based within the City of Chelsea's Department of Housing and Community Development, NSORS supports the cities of Chelsea and Revere and the town of Winthrop in pursuing climate resilience and sustainability projects, at both the municipal and regional scale. Resiliency efforts focus on the range of climate change impacts expected in the North Suffolk region, including extreme heat, sea level rise, extreme precipitation, and air quality concerns. NSORS is also focused on social vulnerability and community preparedness, partnering with local community-based organizations to ensure that resiliency efforts benefit all residents in the region, particularly demographic groups who are more vulnerable to climate impacts and/or have fewer resources to adapt. The Resiliency Fellow will play a key role in advancing several regional projects in 2022, and will provide general support to the office.

ESSENTIAL JOB FUNCTIONS & DUTIES

The Resilience Fellow will support the following initiatives and goals of the office:

- Develop a **flood mitigation and preparedness toolkit** that will serve as a resource to residents of all three North Suffolk communities. The Fellow will steward this project from the planning stage through design, printing, and distribution, building upon best practices in other regions for user-friendly flood mitigation/preparedness communications and materials. Deliverables for this project will include both print and web-based materials, translated into all commonly-spoken languages in the North Suffolk region. This project may also include workshops or other direct engagement to introduce these resources to the wider community.
- Conduct research to support the launch of a **community-based emergency preparedness network** in the North Suffolk region. Building on the lessons of the Covid-19 pandemic, we know that municipalities must partner with community-based organizations to provide services and communicate with residents during times of crisis, and strengthen those relationships before emergencies occur. NSORS is beginning the process of researching community-based emergency preparedness models in other places and interviewing local stakeholders about local strengths and gaps, in preparation for selecting a model to pursue in 2023 and beyond. The Fellow will assist in conducting this research both within the region and beyond.
- Provide **administrative support** for other existing resilience projects, including finalizing and submitting grant reports and assisting with procurement and contracting for new projects and grants, with the support of staff in each of NSORS' host municipalities.
- At least 10% of the Fellow's time may be devoted to an independent sustainability or resilience project of their choosing, with prior approval from the Resiliency Manager and/or NSORS advisory board.

QUALIFICATIONS

Education

- Student currently pursuing a degree in Urban Planning, Public Policy, Public Administration, or a related field.
- Graduate students are strongly encouraged to apply

Experience

- Prior academic and/or professional experience with urban or regional planning theory, tools, and techniques, as well as community-based education and engagement, are preferred but not required.

Skills, Knowledge & Abilities

- Interest in urban planning and policy, climate change, and community engagement;
- Familiarity with community-based education and engagement techniques and the development of materials to support this work.
- Demonstrated proficiency in Excel, Word, and related Google drive applications.
- Ability to effectively communicate with the public, one-on-one, and in interdisciplinary groups;
- Ability to work well with individuals and groups from diverse backgrounds;
- Commitment to supporting the three municipalities' resilience and equity goals and carrying out work in a culturally competent manner;
- Willingness to travel locally (Chelsea, Revere and Winthrop) and work occasional evenings or weekends for work-related events, including public meetings;
- Interest or experience in working in a municipal government context
- Proficiency in one of the non-English languages spoken widely in the North Suffolk region (Spanish, Arabic, Khmer) is beneficial, but not required.

SUPERVISION

Supervision Received: *Direct: Darya Mattes, Resiliency Mgr.; Ibrahim Lopez Hernandez, Sustainability Mgr.
Indirect: Alex Train, Director*

Supervision Exercised: *Direct: None Indirect: None*

Work Environment

Standard office environment. This position is based in Chelsea City Hall with the possibility of some remote work. Fluorescent lighting and air conditioning. Moderate noise level. Occasionally, tasks may be performed in outdoor settings, such as the central business district and residential neighborhoods.

Physical Demands

Ability to access, input, and retrieve information from a computer. Answer telephones and maintain multiple files. May require minimal lifting of up to 10 pounds. Work involves travel throughout the City of Chelsea, City of Revere and Town of Winthrop to project locations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Duration

The Department intends to hire the Fellow for a period of seven (7) months (May 16 – December 16, 2022), which may be extended depending upon budget availability.

Please send a City of Chelsea application and resume to Human Resources Department, City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150 or email jobs@chelseama.gov.

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